

Brevard C.A.R.E.S. BOARD OF DIRECTORS
April 8, 2020
BOARD MEETING

Board Members in Attendance: Mr. Dan Rodgers, Board Chair; Ms. Paula Ferrell, Board Member; Ms. Christa Bailey, Board Member; Ms. Valeta Cameron, Board Member;

Others in Attendance: Mr. Phil Scarpelli, Family of Agencies (FOA) CEO; Ms. Kathryn Parker, Brevard C.A.R.E.S. Interim Executive Director; Ms. Osha Goodwin, Board Liaison; Mr. Don Johnson, FOA CFO; Cyndi Hernandez, FOA HR Manager

Mr. Rodgers welcomed everyone to the meeting and asked everyone to state their name for the record.

Mr. Rodgers reminded members that if they had a real or perceived conflict of interest to please complete the Conflict of Interest form (available at meeting). None were submitted.

Consent Action Items

Mr. Rodgers asked the Board to make a motion to approve the agenda.

Motion: Ms. Ferrell moved to approve the agenda. This was seconded by Ms. Cameron and the motion was passed unanimously.

Mr. Rodgers asked the Board to make a motion to approve the minutes from the March Board meeting.

Motion: Ms. Ferrell moved to approve the meeting minutes from the March Board Meeting. This was seconded by Ms. Bailey and the motion was passed unanimously.

Mr. Scarpelli joined the meeting.

Informational Items

Ms. Hernandez presented the results of Brevard C.A.R.E.S. 2019 Employee Engagement and Satisfaction Survey results. Ms. Hernandez reported that for the 2019 calendar year the agency employed a total of 58 employees and had a total turnover rate of 35.0%. Of that 35.0%, nine was considered controllable. At the time of distribution of the survey the agency had 39 employees. 32 employees responded to the majority of the survey which determined a 82% response rate. The results showed that during calendar year 2019 the overall employee satisfaction improved to 81.26% which is calculated by combining the scores in the two top categories: 34.38% of responding staff (11) “strongly agree” with the statement and 46.88% (15) “agree.” There were 32 responses to this question.

Ms. Hernandez left the meeting.

Mr. Scarpelli presented a Family of Agencies update. Mr. Scarpelli reported as follows:

- Mr. Scarpelli informed the Board that BFP applied for funding thru the Paycheck Protection Program Loan. The Paycheck Protection Program is a loan designed to provide a direct incentive for small businesses to keep their workers on the payroll. The loan will be

forgiven if all employees are kept on the payroll for eight weeks and the money is used for payroll, rent, mortgage interest, or utilities.

- Mr. Scarpelli informed the Board that with an effort to keep staff safe during the COVID-19 pandemic majority of the staff from the FOA is working remotely from home. This will continue until it has been deemed safe for staff to return to the office.

Mr. Scarpelli left the meeting.

Ms. Parker presented the Executive Director's report. Ms. Parker reported as follows:

- Six Brevard C.A.R.E.S. employees attended Nurturing Parenting training. Nurturing Parenting is an evidence-based program that provides evaluation and parenting curriculum to families.
- Brevard C.A.R.E.S has five employees that were nominated for a Child Abuse Prevention Task Force Award, Kirsten Larson, Sarah Mooney, Sandy Gotwalt, Julie Thornton and Cathleen Allen. Although the banquet will be postponed, nominees will be recognized on the CAPTF Facebook page throughout the month of April.
- Christine Williams-Kelly, the Clinical Director, attended recertification for the Non-Abusive Psychological and Physical Interventions training. This training is used for all foster parents and employees in the Family of Agencies and heavily focuses on being one step ahead of a potential escalation.
- Although C.A.R.E.S. has shifted their workforce so that they can close the office and have employees work remotely from home twenty employees are still required to facilitate home visits.
- The Mobile Response Team is continuing to respond to calls.
- Gloves and hand sanitizers are needed to equip staff with the appropriate protective equipment needed so that they can remain safe while facilitating visits.
- Dr. Malbran provided forty home sewn masks for staff but more are still needed.
- The Department of Children and Families is reporting a decline in calls to the Abuse Hotline. DCF Secretary Poppell reported a decrease in call from 1700 to 500 daily.
- C.A.R.E.S. is working with CAPTF to coordinate a virtual campaign to be held on April 24, the same day that the banquet was scheduled.
- CAPTF has started a Facebook Pinwheel campaign to help raise awareness about child abuse and neglect.
- Ms. Parker attended the Proclamation reading on April 7th declaring April Child Abuse Prevention Month in Brevard.
- Ms. Bailey donated 100 Easter baskets to C.A.R.E.S. families.

Mr. Don Johnson joined the meeting.

Ms. Parker presented the Monthly Data Report for February 2020.

Mr. Johnson presented Brevard C.A.R.E.S. Financial Statements for March 2020. Mr. Johnson reported as follows:

- The description "DCF Revenue" that is listed on the statement is a software generated report and the revenue being reported is not DCF Revenue but instead "Contract Revenue" in terms of the contract that exists between Brevard C.A.R.E.S. and Brevard Family Partnership.

- At the April Board meeting Mr. Johnson will provide a financial report that will reflect the January, February and March payment of \$186,191.08 as those payments are being initiated this week (the week of 4/6/2020).
- March 2020 grant revenue ranging from \$16,000 to \$25,000 will be received during April 2020 and will improve Brevard C.A.R.E.S. cash performance.
- Salaries & Benefit expenditures appear to be underspent by \$87,502.84 but this amount does not include the Payroll Accrual entry which will be initiated the week of 4/6/2020. This amount will be around \$60,000 which will bring the overall Salary & Benefit expenditures within \$27,000 which is favorable.
- Licenses & Accreditation expenses are greater than budgeted by \$3,935 and can be attributed to Savannah PLL License in the amount of \$4,919.66 and Fidelity FY19/20 License in the amount of \$975.
- Telephone expenses are greater than budgeted by \$7,277.77 due to cellphone expenses.
- Staff Training & Conference expenses are greater than budgeted by \$10,835.01 and is tied primarily to Wrap Training and the DCF Conference.
- Although Brevard C.A.R.E.S. is slightly overspent in some categories above, the entity is performing well overall financially. March expenditures are below budget by \$61,397.67.
- April financial statements will be cleaner and improved in appearance.
- As C.A.R.E.S. enters the 4th quarter of Fiscal Year 2020 there are no signs that the agency will experience any financial shortfall.

Member/Public Comment:

No comments.

Meeting was adjourned.

Respectfully Submitted,
Osha Goodwin
Board Liaison

Approved by Brevard CARES Board of Directors on May 13, 2020